A black and blue logo

Description automatically generated **Post-Training Assignment | Root Cause Analysis**

**Steps to Use the Solution Matrix for RCA:**

**1. Define the Problem –** Clearly state the issue in the problem statement section.

**2. Choose RCA Technique –** Mention the method used (e.g., 5 Whys, Fishbone Diagram or Pareto Analysis).

**3. Size of the Team –** List the number of team members involved in the analysis.

**4. Brainstorm Solutions –** Identify possible solutions to address the root cause.

**5. Evaluate Solutions** – Rate each solution on Impact, Feasibility, Effort Required, and Risk (1-5 scale).

**6. Calculate Total Score –** Add up scores for each solution; higher scores indicate better options.

**7. Select the Best Solution** – Circle the solution with the highest total score.

**8. Document the Final Solution –** Write down the chosen solution and implementation steps.

**9. Implement & Monitor –** Execute the solution and track its effectiveness.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A black and blue logo

Description automatically generated

**Post-Training Assignment | Root Cause Analysis**

1. **Problem Statement**:
2. **Root Cause Technique Used**:

1. **Size of your team**:
2. **Solution Matrix**:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.no.** | **Solution (1-5)** | **Impact (1-5)** | **Feasibility**  **(1-5)** | **Effort Required (1-5)** | **Risk (1-5)** | **Total** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. **Final Solution**: